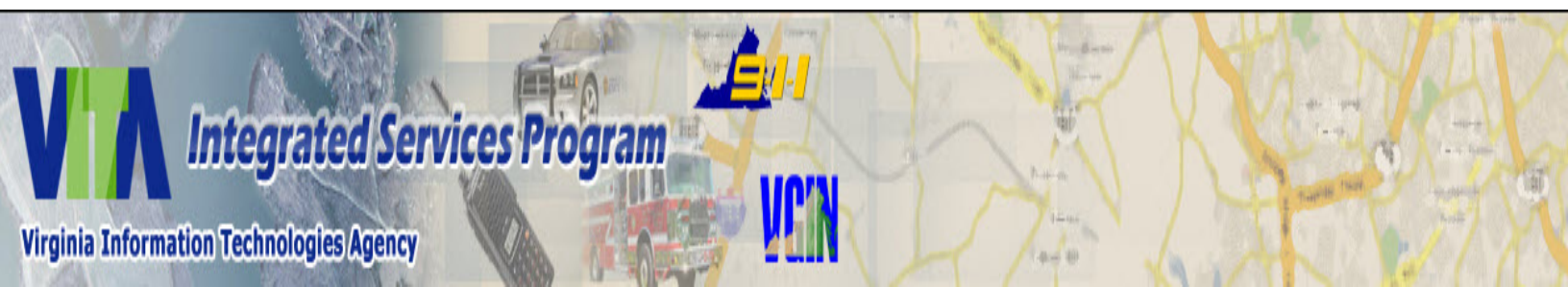




Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

To Apply Now, Visit:

<http://gismaps.virginia.gov/ispgrantapp>



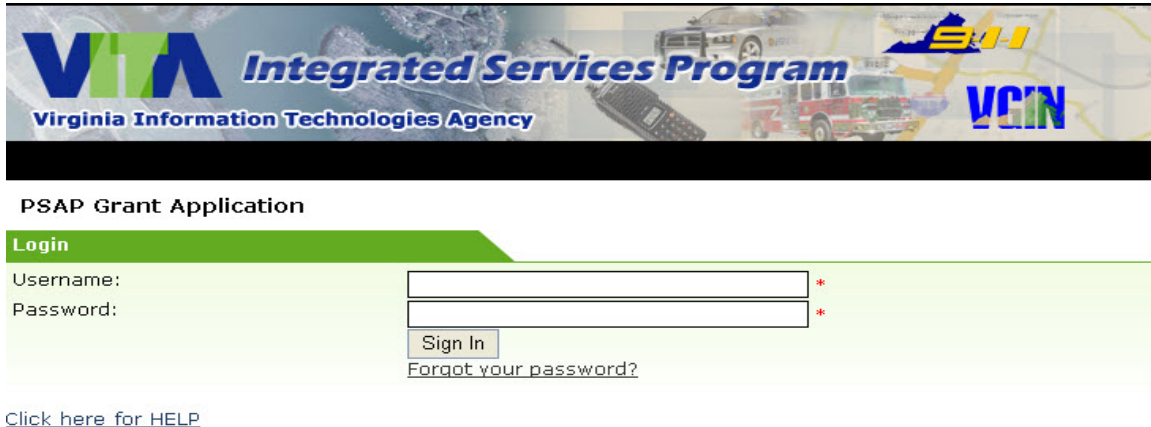
Virginia Wireless E-911 Services Board

PSAP Grant Program

FY10 Grant Application

Users' Guide

- *Login*



PSAP Grant Application

Login

Username: *

Password: *

[Forgot your password?](#)

[Click here for HELP](#)

On this screen, you will enter the Username and Password sent to you by VITA. You will need this information in order to proceed with the completion of this grant application. The Username and Password should have already been sent to you via e-mail. If you have not yet received this information, please contact your Regional Coordinator.

Virginia Wireless E-911 Services Board

PSAP Grant Program

FY10 Grant Application

Users' Guide

■ *Grant Summary*

PSAP Grant Application

Grant Summary

[Create New Application](#)

Grant Type	Sum of All Projects 'Submitted'
Individual PSAP	\$0.00
Regional Initiative	\$0.00
Consolidation Project	\$0.00

[Click here for HELP](#)

[Print Questionnaire](#)

READ ME FIRST

Welcome to the PSAP Grant Application Website. A grant can be comprised of one or more projects. The following approach is recommended for using this site to submit projects for the grant application.

- 1) Download the project questionnaire and save to your local PC (select Print Questionnaire). This is an exact copy of all the questions and notes that are in the project submission form.
- 2) Open the questionnaire using Microsoft Excel save a copy for EACH PROJECT you intend to submit on the grant application, using a unique name for each project (e.g. Parcel-update.xls, CAD.xls)
- 3) Complete the questionnaire for each project. This can be done while you are not logged into this grant website.
- 4) Once the project questionnaire is completed, you are ready to enter the answers on the PSAP Grant Application website.
- 5) Select CREATE A NEW APPLICATION.
- 6) Copy the answers from the project questionnaire and paste them into the appropriate fields in the PSAP Grant Application Website, using your copy and paste tools in Microsoft Excel
- 7) Proceed through the application, save the pages as appropriate, and submit the application when complete. Once a project has been submitted, it cannot be edited.
- 8) Repeat this process as necessary for each new application you wish to submit.

This screen is your grant application dashboard. To start entering information about your project, click on **Create New Application**. You may submit multiple projects for Individual PSAP and Regional Initiative grant types, but you will need to complete a separate application for each project. Multiple projects are not allowable with a Consolidation Project Grant Type. As projects are entered, a summary line for each project will be displayed under the “Create New Application” tab. Project totals for each Grant Type will be displayed in the Sum of All Projects “Submitted” box.

The following approach is recommended for using this site to submit projects for the grant application:

1. Download the project questionnaire and save it to your local PC. This is an exact copy of all the questions and notes that are in the online grant application.
2. Open the questionnaire using Microsoft Excel save a copy for **EACH PROJECT** you intend to submit on the grant application, using a unique name for each project (e.g. Bath Parcel-update.xls, Dickenson CAD.xls)
3. Complete the questionnaire for each project. This can be done while you are not logged into this grant website.
4. Once the project questionnaire is completed, you are ready to enter the answers on the PSAP Grant Application website.
5. Select **CREATE A NEW APPLICATION**.
6. Copy the answers from the project questionnaire and paste them into the appropriate fields in the PSAP Grant Application Website, using your copy and paste tools in Microsoft Excel.
7. Proceed through the application, save the pages as appropriate, and submit the application when complete. A project cannot be edited once it is submitted.
8. Repeat this process as necessary for each new project you wish to submit.

Virginia Wireless E-911 Services Board

PSAP Grant Program

FY10 Grant Application

Users' Guide

■ *General (Part 1)*

The screenshot shows the 'PSAP Grant Application' interface. At the top is a banner for the 'Integrated Services Program' by the 'Virginia Information Technologies Agency' (VITA) and 'VCN'. Below the banner, the page title is 'PSAP Grant Application' and the section is 'General (Part 1)'. The form contains the following fields and options:

- Project Title:** A text input field.
- Grant Fiscal Year (July 1 - June 30):** A dropdown menu currently set to '2010'.
- Tier:** A list of radio button options:
 - ☐ Replacement of **Out of Service** wireless E-911 equipment to enable primary PSAP to maintain current service levels to the general public
 - ☐ Replacement of **Non-Vendor Supported** wireless E-911 equipment or service to enable primary PSAP to maintain current service levels to the general public
 - ☐ **Consolidation**
 - ☐ Replacement of **Technically Outdated** wireless E-911 equipment or service to enable primary PSAP to maintain current service levels to the general public
 - ☐ **Strengthen** current equipment and service delivery capability by upgrading existing wireless E-911 related equipment or services
 - ☐ **Broaden** or increase the delivery of wireless E-911 equipment or services beyond established minimum functional standards

At the bottom, there are three buttons: 'Save and Continue', 'Save and Return', and 'Return Without Saving'. Below the buttons is a link: 'Click here for HELP'.

On this screen, you will enter the Project Title and select the Grant Fiscal Year, and Tier for your project.

Project Title

The title for your project should follow this standard nomenclature: the name of the PSAP and then a one or two word description to identify the project. For example, if the Virginia Beach Communications Division was seeking funding to replace its CPE, the following title is suggested: Virginia Beach CPE.

Grant Fiscal Year

The default is the fiscal year of the current funding cycle. This field does not need to be changed.

Tier

Tiers are broad categories that establish the primary funding order for projects. In general, tiers 1, 2, 3, and 4 correspond to projects that fall within the Continuity and Consolidation Program and tiers 5 and 6 correspond to projects that fall within the Enhancement Program. The key descriptive terms for each tier are bolded in the grant applications. These terms are **Out of Service**, **Non-Vendor Supported**, **Technically Outdated**, **Consolidation**, **Strengthen**, and **Broaden**. Use these terms to guide you in choosing the tier which is the most appropriate for your project. If you select consolidation as your Tier, you will automatically advance to the Consolidation Screen.

Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

■ *General (Part 2)*

The screenshot shows the 'PSAP Grant Application' web form. At the top is a banner for the 'VITA Integrated Services Program' with logos for VITA, E-911, and VCN. Below the banner is a navigation bar with links: General (Part 1), General (Part 2) (highlighted), General (Part 3), General (Part 4), Project Director, Financial Data, Statement of Need, Project Description, Budget and Budget Narrative, Evaluation, and Attachments. The main content area is titled 'General (Part 2)' and contains two sections: 'Grant Program:' with radio buttons for 'Continuity and Consolidation' and 'Enhancement', and 'Grant Type:' with radio buttons for 'Individual PSAP' and 'Regional Initiative'. At the bottom of the form are three buttons: 'Save and Continue', 'Save and Return', and 'Return Without Saving'. Below the buttons is a link: 'Click here for HELP'.

On this screen, you will select the Grant Program and Grant Type for your project.

Continuity and Consolidation Grant Program

This program applies to projects designed to replace or upgrade wireless E-911 equipment and services that are out of service, without vendor support, technically outdated, or can no longer perform at an established minimum functional standard to sustain an acceptable level of service to the public. This program also provides funding for primary PSAPs to utilize in consolidation projects.

Enhancement Grant Program

This program applies to projects designed to strengthen, broaden or increase the current wireless E-911 operations through equipment, PSAP staff development, or service beyond that PSAP's current capabilities.

Individual PSAP Grant Type

This Grant Type is a funding request from a single primary PSAP. A primary PSAP means a specific group of PSAPs that are recognized by the Virginia Wireless E-911 Services Board as eligible to receive wireless funding. Only these specific PSAPs may participate in the PSAP Grant Program.

Regional Initiative Grant Type

This Grant Type is a funding request involving multiple primary PSAPS that represent no less than two cities, two counties, or a combination of at least one city and one county. A regional initiative can also mean a single primary PSAP that serves multiple counties or cities. Regional initiatives can include projects from the Continuity and Consolidation Program, the Enhancement Program, or both. Regional initiatives are interpreted broadly. Included in this definition are regional approaches aimed at consolidating the components that support wireless E-911, such as shared equipment, shared resources, and/or the co-location of technology. All participants must benefit directly from the regional activities implemented with the grant award.

Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

■ *General (Part 3)*

The screenshot shows the 'General (Part 3)' section of the PSAP Grant Application form. At the top, there is a banner for the 'VITA Integrated Services Program' and 'Virginia Information Technologies Agency'. Below the banner, the title 'PSAP Grant Application' is displayed. A navigation bar contains links for 'General (Part 1)', 'General (Part 2)', 'General (Part 3)' (which is highlighted), 'General (Part 4)', 'Project Director', 'Financial Data', 'Statement of Need', 'Project Description', 'Budget and Budget Narrative', 'Evaluation', and 'Attachments'. The 'General (Part 3)' section is titled 'General (Part 3)' and contains a 'Project Focus' section with a list of radio buttons and a 'Priority' section with a dropdown menu. The 'Project Focus' list includes: 'Next Generation 9-1-1 (NG)', 'Recruitment of personnel (RECRUIT)', 'Training of personnel (TRAIN)', 'Transportable back-up for PSAP primary operational items (TRANSPORTABLE BACKUP)', 'Fixed back-up for primary PSAP operational items (FIXED BACKUP)', 'Radio consoles (CONSOLES)', 'GIS: high priority (refer to GIS-related Grant Request Prioritization Matrix for a description of GIS projects that would have a high funding priority) (GIS HIGH PRIORITY)', 'GIS: low priority (refer to GIS-related Grant Request Prioritization Matrix for a description of GIS projects that would have a low funding priority) (GIS LOW PRIORITY)', 'EMD/ Police Dispatch/Fire Dispatch software or protocols (not funded through another grant program) (DISPATCH)', and 'Other Enhancement Items (OTHER)'. The 'Priority' section has a dropdown menu set to 'n/a' with the text '(Prioritize this project relative to any other project submitted within the same grant type by your PSAP)'. Below the 'Project Focus' and 'Priority' sections are three buttons: 'Save and Continue', 'Save and Return', and 'Return Without Saving'. At the bottom, there is a link 'Click here for HELP'.

PSAP Grant Application

General (Part 1) General (Part 2) **General (Part 3)** General (Part 4) Project Director Financial Data Statement of Need Project Description Budget and Budget Narrative Evaluation Attachments

General (Part 3)

Project Focus:

- ☐ Next Generation 9-1-1 (NG)
- ☐ Recruitment of personnel (RECRUIT)
- ☐ Training of personnel (TRAIN)
- ☐ Transportable back-up for PSAP primary operational items (TRANSPORTABLE BACKUP)
- ☐ Fixed back-up for primary PSAP operational items (FIXED BACKUP)
- ☐ Radio consoles (CONSOLES)
- ☐ GIS: high priority (refer to GIS-related Grant Request Prioritization Matrix for a description of GIS projects that would have a high funding priority) (GIS HIGH PRIORITY)
- ☐ GIS: low priority (refer to GIS-related Grant Request Prioritization Matrix for a description of GIS projects that would have a low funding priority) (GIS LOW PRIORITY)
- ☐ EMD/ Police Dispatch/Fire Dispatch software or protocols (not funded through another grant program) (DISPATCH)
- ☐ Other Enhancement Items (OTHER)

Priority: (Prioritize this project relative to any other project submitted within the same grant type by your PSAP)

Save and Continue Save and Return Return Without Saving

General (Part 1) General (Part 2) **General (Part 3)** General (Part 4) Project Director Financial Data Statement of Need Project Description Budget and Budget Narrative Evaluation Attachments

[Click here for HELP](#)

On this screen, you will select a single Priority that best matches the focus of your project.

Project Focus

The focus of a project within the Continuity and Consolidation Program or the Enhancement Program is defined by an established list of priorities for each program. Once a grant program has been selected, the priorities for the selected grant program will be displayed. You will need to select a single priority that best matches your project. If your project does not match any of the priorities listed, then the “other” category should be selected. Consolidation Projects do not have a list of priorities.

For GIS Projects, please refer to the GIS-related Grant Request Prioritization Matrix to determine if you project is a high, medium, or low priority.

Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

■ *General (Part 4)*

The screenshot shows the 'PSAP Grant Application' web form, specifically the 'General (Part 4)' section. The header includes the 'VITA Integrated Services Program' logo and the 'Virginia Information Technologies Agency' name. A navigation bar at the top lists various sections: General (Part 1), General (Part 4) (highlighted), Project Director, Consolidation Project, Financial Data, Statement of Need, Project Description, Budget and Budget Narrative, Evaluation, and Attachments. The main content area has a green header 'General (Part 4)'. Below this, there are two dropdown menus. The first is labeled 'Primary PSAP Applicant(s):' and contains a list of options: Alexandria Police Communications, Alleghany County, Amelia County, and Amherst County Emergency Communications. The second is labeled 'Primary PSAP(s) serve the following Jurisdiction(s):' with a subtext 'Hold Ctrl to select multiple options'. It contains a list of options: Abingdon, Town of, Accomack, Town of, Accomack, County of, and Albemarle, County of. At the bottom of the form, there are three buttons: 'Save and Continue', 'Save and Return', and 'Return Without Saving'. A navigation bar at the very bottom repeats the same sections as the top bar, with 'General (Part 4)' highlighted. A link 'Click here for HELP' is also present.

On this screen, you will select the Primary PSAP Applicant(s) and the Jurisdiction(s) served by the Primary PSAP Applicants(s) relevant to your project.

Primary PSAP Applicant

With an Individual PSAP Grant Type submission, the Primary PSAP Applicant is the single primary PSAP making the submission. With Regional Initiative or Consolidation Grant Types, all PSAPs participating in a regional initiative must be identified and should be selected from the drop down list of primary PSAPs. You can select multiple options by holding the **Ctrl Key**.

Primary PSAP(s) serve the following Jurisdiction(s)

The jurisdictions served by all participating PSAP Applicant(s) should be identified by selecting the jurisdictions from the drop down list provided.

Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

■ *Project Director*

The screenshot shows the 'Project Contact' form within the 'PSAP Grant Application' system. At the top is a banner for the 'VITA Integrated Services Program' by the 'Virginia Information Technologies Agency', featuring logos for VITA, E-911, and VGIN. Below the banner is a navigation bar with tabs: 'General (Part 1)', 'General (Part 4)', 'Project Director' (highlighted), 'Consolidation Project', 'Financial Data', 'Statement of Need', 'Project Description', 'Budget and Budget Narrative', 'Evaluation', and 'Attachments'. The 'Project Contact' section contains the following fields: 'Project Contact:' (text), 'Title:' (text), 'Address:' (text area with a scroll bar), 'Phone:' (text with a placeholder 'nnn-nnn-nnnn (xxxx)'), 'Fax:' (text with a placeholder 'nnn-nnn-nnnn (xxxx)'), and 'Email:' (text). Below these fields are three buttons: 'Save and Continue', 'Save and Return', and 'Return Without Saving'. At the bottom, there is a 'Click here for HELP' link and a repeat of the navigation bar.

On this screen, you will enter the Name (Project Contact), Title, Address, Phone Number, Fax Number, and E-Mail Address for the Project Director for your project.

Project Contact

The individual listed as the Project Contact will be the contact person for all inquiries related to this particular project. Enter the Name, Title, Address, Phone Number, Fax Number, and E-mail Address for this individual. All written correspondence and notices related to this particular project will be sent to the E-mail Address listed for the Project Contact.

Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

■ *Regional Initiative*

PSAP Grant Application

General (Part 1) General (Part 2) General (Part 3) General (Part 4) Project Description **Regional Initiative** Financial Data Statement of Need Project Description Budget and Budget Narrative Evaluation Attachments

Regional Initiative

The relationship of the initiative to the participating PSAPs:

Intended collaborative efforts:

Resource sharing:

How the initiative impacts the operational or strategic plans of the participating agencies:

Save and Continue Save and Return Return Without Saving

General (Part 1) General (Part 2) General (Part 3) General (Part 4) Project Description **Regional Initiative** Financial Data Statement of Need Project Description Budget and Budget Narrative Evaluation Attachments

[Click here for HELP](#)

Virginia Wireless E-911 Services Board

PSAP Grant Program

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Users' Guide

On this screen, you will provide information regarding your regional initiative.

Regional Initiative: Description and Requirements

Any eligible primary PSAP may act as a “host applicant” in a funding request for a regional initiative. Regional initiatives require that one eligible primary PSAP act as the “host” for the initiative. The “host” will be the fiscal agent responsible for fulfilling all grant requirements such as reports, control of and accounting for funds, and distribution and control of equipment purchased with the grant award. All jurisdictions participating in a regional initiative must be identified in the online grant application. A joint MOU must be provided by all of the participating localities.

Regional initiatives among PSAPs are encouraged. To the extent appropriate, primary PSAP applicants should address the following items in the online grant application: the relationship of the initiative to the participating PSAPs, intended collaborative efforts, the geographic area that will be served by the initiative, resource sharing, and how the initiative impacts the operational or strategic plans of the participating agencies.

The relationship of the initiative to the participating PSAPs

Describe the role and responsibilities of each PSAP related to the initiative and identify the “host applicant”.

Intended Collaborative efforts

Describe the collective benefits that will be achieved with the regional initiative as apposed to each PSAP working independently. These benefits can include be financial, operational, or technological efficiencies.

Resource Sharing

Describe what resources will be shared. Generally, this will be equipment and services, but depending on the project, this could be personnel as well.

How the initiative impacts the operational or strategic plans of the participating agencies

Reference any operational or strategic plans in which this regional initiative is listed and describe the objectives and goals it satisfies.

Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

■ *Consolidation Project*

The screenshot shows a web-based application form for the PSAP Grant Program. At the top, there is a header banner for the Virginia Integrated Services Program (VISP) and the Virginia Information Technologies Agency (VITA). Below the banner, a navigation bar contains links: Home, Grant 10, Annual Grant 10, Project Overview, Consolidation Project, Financial Data, Statement of Need, Project Description, Budget and Budget Narrative, Evaluation, and Attachments. The 'Consolidation Project' link is highlighted. The main content area is titled 'Consolidation Project' and contains several text input fields with labels: 'How would a consolidation take place and provide improved service:', 'How should it be organized and staffed:', 'What services should it perform:', 'How should policies be made and changed:', 'How should it be funded:', and 'What communication changes or improvements should be made in order to better support operations:'. Each field is represented by a large, empty rectangular box. At the bottom of the form, there are three buttons: 'Save and Continue', 'Save and Return', and 'Return Without Saving'. Below these buttons is a small link that says 'Click Here for HELP'.

Virginia Wireless E-911 Services Board
PSAP Grant Program
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Users' Guide

On this screen, you will provide information regarding your consolidation project.

Consolidation Project: Description and Requirements

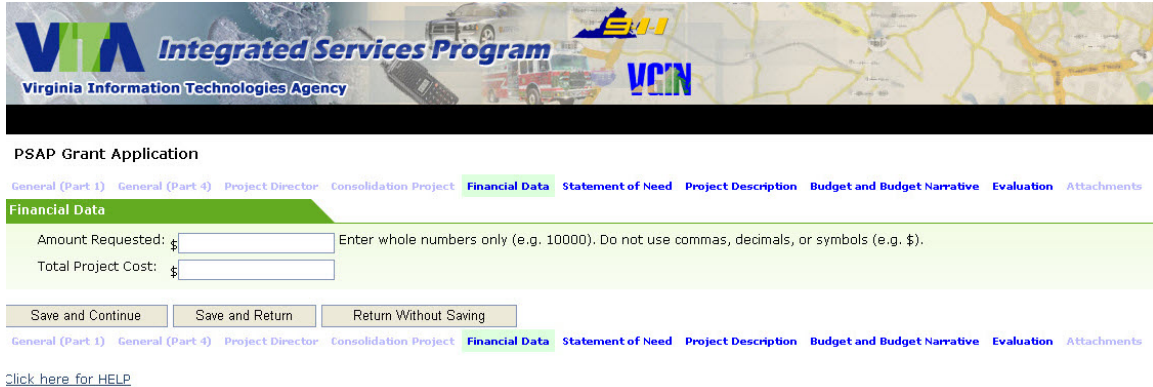
A Consolidation Project is a project that meets the narrow criteria of “consolidation” – the combining of two or more primary PSAPs into a single physically combined primary PSAP with an integrated management structure established by MOUs that serves the same constituent population previously served by the independent primary PSAPs, in which all parties benefit directly from the consolidation activities implemented with a grant award.

Primary PSAPs interested in obtaining grant funding for a consolidation project must first demonstrate the feasibility of the project. This can be accomplished by completing a feasibility study that provides answers to the following questions: How would a consolidation take place and provide improved service; How should it be organized and staffed; What services should it perform; How should policies be made and changed; How should it be funded; and, What communication changes or improvements should be made in order to better support operations.

The preceding questions should be answered using the required feasibility study.

Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

■ *Financial Data*



The screenshot shows the 'Financial Data' section of the PSAP Grant Application. At the top is a banner for the 'VITA Integrated Services Program' by the 'Virginia Information Technologies Agency', featuring logos for VITA, E-911, and VGIN. Below the banner, the title 'PSAP Grant Application' is followed by a navigation bar with links: General (Part 1), General (Part 4), Project Director, Consolidation Project, **Financial Data**, Statement of Need, Project Description, Budget and Budget Narrative, Evaluation, and Attachments. The 'Financial Data' section has a green header. It contains two input fields: 'Amount Requested: \$' and 'Total Project Cost: \$'. A note states: 'Enter whole numbers only (e.g. 10000). Do not use commas, decimals, or symbols (e.g. \$)'. Below the fields are three buttons: 'Save and Continue', 'Save and Return', and 'Return Without Saving'. At the bottom, there is a 'Click here for HELP' link and a repeat of the navigation bar.

On this screen, you will enter Amount Requested and Total Project Cost for your project.

Amount Requested

This is the amount of grant funding requested through the PSAP Grant Program for a project. The amount requested can not exceed the cap for each Grant Type. Please see the PSAP Grant Guidelines for a listing of the maximum grant awards for each Grant Type.

Total Project Cost

This figure includes all cost elements: the amount of grant funding requested and any additional local funds that may be required to complete the project.

Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

■ *Statement of Need*

The screenshot shows a web browser displaying the 'PSAP Grant Application' form. At the top, there is a header banner for the 'Integrated Services Program' by the Virginia Information Technologies Agency (VITA), with logos for E-911 and VITA. Below the banner, a navigation bar lists several tabs: General (Part 1), General (Part 2), Project Description, Consolidation Project, Financial Data, **Statement of Need**, Project Description, Budget and Budget Narrative, Evaluation, and Attachments. The 'Statement of Need' tab is currently selected and highlighted in green. The main content area of the form contains the following text: 'Statement of Need: This statement should reference the relationship to the current funding priorities established by the Grant Committee and include evidence of any financial need. Additional items to discuss that reference need should include: impact on operational services; consequences of not receiving funding; inclusion of project in a long-term or a strategic plan; and, local sustainability.' To the right of this text is a large, empty rectangular text box for input. Below the text box, there is a question: 'How will the grant be maintained and supported in the future, if necessary?'. At the bottom of the form, there are three buttons: 'Save and Continue', 'Save and Return', and 'Return Without Saving'. Below these buttons is a small link that says 'Click here for HELP'.

On this screen, you will complete your statement of need and discuss the sustainability of your project.

Statement of Need

This statement should reference the relationship to the current funding priorities established by the Grant Committee and include evidence of any financial need. Additional items to discuss that reference need should include: impact on operational services; consequences of not receiving funding; inclusion of project in a long-term or a strategic plan; and, local sustainability.

How will the grant be maintained and supported in the future, if necessary?

The response to this question should expand upon the method for local sustainability identified in the statement of need.

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■ *Comprehensive Project Description*

PSAP Grant Application

General Grant Info | General Grant Info | Project Description | Budget and Budget Narrative | Evaluation | Attachments

Comprehensive Project Description

Comprehensive Project Description

at a minimum, this description should include the following: an outline of goals and objectives, an implementation strategy and work plan, a list of the activities to be accomplished, a timeline, and identification of the longevity or sustainability of the project.

How will the equipment purchased support future technologies for PSAP readiness?

Save and Continue | Save and Return | Return Without Saving

[Click here for help](#)

On this screen, you will complete the comprehensive project description for your project and discuss how the equipment you plan to purchase will support future technologies for PSAP readiness.

Comprehensive Project Description

At a minimum, this description should include the following: an outline of goals and objectives, an implementation strategy and work plan, a list of the activities to be accomplished, a timeline, and identification of the longevity or sustainability of the project.

How will the equipment purchased support future technologies for PSAP readiness?

The response to this question should demonstrate the viability of the equipment for at least three years after its purchase and address the mitigation of equipment obsolescence in relation to future technologies.

Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

■ *Budget and Budget Narrative*

The screenshot shows the 'PSAP Grant Application' web interface. At the top is a banner for the 'VITA Integrated Services Program' with logos for VITA, E-911, and VCN. Below the banner is a navigation bar with tabs: General (Part 1), General (Part 2), Project Overview, Consolidation Project, Financial Data, Statement of Need, Project Description, **Budget and Budget Narrative**, Evaluation, and Attachments. The 'Budget and Budget Narrative' tab is active. Below the navigation bar, the section title 'Budget and Budget Narrative' is displayed. The main content area contains the instruction: 'List the planned expenditures to be made with grant funds. In lieu of a line item breakdown, an itemized cost schedule or detailed vendor prepared quote may be submitted as an attachment. Also, briefly explain the reason for each requested budget item and provide the basis for its cost.' To the right of this text is a large, empty rectangular text box for input. At the bottom of the form, there are three buttons: 'Save and Continue', 'Save and Return', and 'Return Without Saving'. Below these buttons is a small link that says 'Click here for HELP'.

On this screen, you will provide the budget and budget narrative for your project.

Budget and Budget Narrative

List the planned expenditures to be made with grant funds. In lieu of a line item breakdown, an itemized cost schedule or detailed vendor prepared quote may be submitted as an attachment. Also, briefly explain the reason for each requested budget item and provide the basis for its cost.

Virginia Wireless E-911 Services Board

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Users' Guide

■ *Evaluation*

PSAP Grant Application

General (Part 1) General (Part 4) Project Director Consolidation Project Financial Data Statement of Need Project Description Budget and Budget Narrative **Evaluation** Attachments

Evaluation

Evaluation: (How will project be evaluated and measured for achievement and success):

Save and Continue Save and Return Return Without Saving

General (Part 1) General (Part 4) Project Director Consolidation Project Financial Data Statement of Need Project Description Budget and Budget Narrative **Evaluation** Attachments

[Click here for HELP](#)

On this screen, you will describe how your project will be evaluated and measured for success.

Evaluation

Each proposal must include an evaluation plan that demonstrates that the equipment or services listed on the online grant application have been purchased, installed/implemented, and are performing as expected. In many cases, this can be achieved with a brief statement, consisting of only a few sentences. However, depending on the grant project, primary PSAPs may also want to identify the short-term, intermediate, and/or long-term outcomes, the measures used to determine outcomes, how data will be collected and evaluations conducted, and how data will be presented.

Virginia Wireless E-911 Services Board PSAP Grant Program FY10 Grant Application Users' Guide

■ *Attachments*

PSAP Grant Application

General (Part 1) General (Part 4) Project Director Consolidation Project Financial Data Statement of Need Project Description Budget and Budget Narrative Evaluation **Attachments**

Attachments

Attach File:

Attachments may include: a detailed project proposal, a memorandum of understanding between agencies, etc.

General (Part 1) General (Part 4) Project Director Consolidation Project Financial Data Statement of Need Project Description Budget and Budget Narrative Evaluation **Attachments**

[Click here for HELP](#)

Procedure for Attachments

After completing all of the application content screens, the next screen displayed will provide you with an option to include attachments, such as a vendor quote or an MOU, as supporting documentation for your project funding request. For each attachment you wish to include, please follow these steps:

- Click on the **Browse** button to locate the file you wish to include.
- Once you have located the appropriate file, make sure it is highlighted.
- Next, click on the **Attach** button.

Virginia Wireless E-911 Services Board

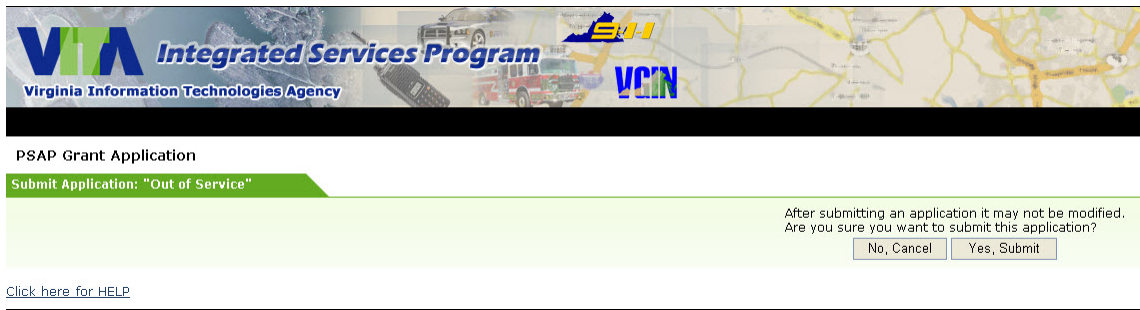
PSAP Grant Program

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Users' Guide

■ *Procedures for Submitting*

If you are satisfied with your funding request for your project, and are ready to submit it, click on the **Save and Submit** button.



The screenshot shows the 'PSAP Grant Application' submission screen. At the top is a banner for the 'VITA Integrated Services Program' with logos for Virginia Information Technologies Agency, E-911, and VGIN. Below the banner, the text 'PSAP Grant Application' is displayed. A green bar indicates 'Submit Application: "Out of Service"'. A confirmation message states: 'After submitting an application it may not be modified. Are you sure you want to submit this application?'. Below this message are two buttons: 'No, Cancel' and 'Yes, Submit'. At the bottom left, there is a link: 'Click here for HELP'.

After you submit an application, it may not be modified. If you are still sure that you want to submit this project funding request, click on the **Yes, Submit** button. Your Grant Application Dashboard should now be displayed. This Dashboard lists all of the projects for which you have submitted a funding request, as well as any additional funding requests that you have not yet completed.

■ *Procedures for Submitting Multiple Projects*

In your grant application, you must provide a separate funding request for each project for which you are seeking funding through the PSAP Grant Program. To continue adding funding requests to your application, click on **Create New Application**.